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**CITY OF SENECA  
 SPECIAL CITY COUNCIL MEETING MINUTES**

**June 26, 2025 6:00 PM**  
 Seneca City Hall – 106 A Avenue, Seneca, Oregon

**CALL TO ORDER:**

Mayor Andrea Officer called the special meeting of the City Council to order at 6:00 PM on June 26, 2025.

**ROLL CALL:**

Present:

- Mayor Andrea Officer
- Councilor Barb Northington
- Councilor Matt Wenick
- Councilor Chuck White

Absent:

- Melvin Herburger

**Staff Present:**

- Deborah Oatman, City Manager/Recorder

**Guests Present:**

- Fire Chief Mike Allan
- Trudy Vaughan

**BUSINESS AGENDA:**

**1. Seneca Paving Project – Bid Review and Intent to Award Discussion**

Mayor Officer announced the purpose of the meeting was to review bids received for the Seneca Paving Project. Three qualifying bids were received and opened publicly:

- **Heckman Contracting:** \$238,876
- **JAL Construction:** \$332,610
- **High Desert Paving:** \$427,000

All bidders submitted the required surety and documentation. Based on the lowest responsible bid, the intent is to award the project to **Heckman Contracting**.



Mayor Officer clarified that the official **Intent to Award** will be announced during the **July 8, 2025 Regular Council Meeting**. A formal **Notice to Proceed** will be signed by the Mayor on **July 23, 2025**, following the required protest period.

2. **Resolution 2025-03 – Adoption of the 2025–2026 Fiscal Year Budget**

Mayor Officer presented **Resolution No. 2025-03**, adopting the 2025–2026 budget in the total amount of **\$963,405** and appropriating funds as follows:

- **General Fund:** \$248,800
- **Road Fund:** \$323,800
- **Water Fund:** \$107,900
- **Transfer Station Fund:** \$61,370
- **Golf Fund:** \$22,485
- **Sewer Fund:** \$199,050

Mayor Officer also stated the city would impose property taxes at the rate of **\$6.0017 per \$1,000 of assessed value** for operations, as provided for in the adopted budget.

**Motion:** Councilor Barb Northington moved to adopt Resolution 2025-03.

**Second:** Councilor Chuck White seconded the motion.

**Vote:** Motion passed unanimously.


Mayor Officer confirmed she would sign the resolution following the meeting and submit the appropriate documentation.

**ADJOURNMENT:**

There being no further business, Mayor Officer adjourned the meeting at approximately 6:30 PM.

  
Attest: Mayor Andrea Officer

**Submitted by:**

Deborah Oatman   
City Manager/Recorder

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